

## Aubrey Kagan

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**From:** Element K tips [tips@offers.elementkjournals.com]  
**Sent:** July 12, 2004 6:17 PM  
**To:** akagan@emphatec.com  
**Subject:** IME Tip: Add automatic date and time stamps to printouts (Excel 97/2000/2001/2002)

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\*\*\*\*\* THE TIP \*\*\*\*\*

Add automatic date and time stamps to printouts (Excel 97/2000/2001/2002)

When you review a printout, knowing when the output was created helps you view the data in the proper context. Fortunately, it's easy to add the time and date that a printout was created to the worksheet's header or footer section. To do so, choose View | Header And Footer from the menu bar. Then, click the Custom Header or Custom Footer button. Click in the section text box that corresponds to where on the page you want to position the information. Then, click the Date button, press [spacebar], and click the Time button. Or, you can directly type the following codes into the section text box:

&[Date] &[Time]

Finally, click OK in all of the open dialog boxes.

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